


REVISION C



Coordinate Nuclear Launch Safety Approval (NLSA) Process


Bryan O'Connor
Associate Administrator for
Safety and Mission Assurance

March 31, 2004
Date

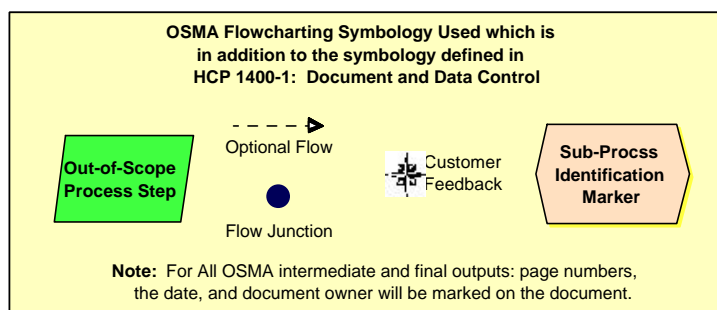
DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	April 14, 2000	Editorial changes made to correct all NPR 8715.3 references throughout the HOWI and, modifications were made to paragraph 5 flowchart and steps, 6.5.4, 6.6.5, 6.7.1, 6.7.2, and 6.8.4.
	B	February 1, 2002	Added customer list, customer feedback to sections 5 and steps 6.54, 6.65, 6.66, 6.76, 6.78 and 6.83.
	C	March 31, 2004	Editorial and organizational changes to all sections.

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Customers for this HOWI: Internal: NASA Administrator, AA/SMA
External: Director, OSTP



1. Purpose

The purpose of this Office of Safety and Mission Assurance (OSMA) Headquarters Office Work Instruction (HOWI) is to document the process for the review of the risks associated with the launching of radioactive materials into space. The result is the granting of Nuclear Launch Safety Approval (NLSA) which is required by Presidential Directive/National Security Council Memorandum #25 (PD/NSC-25) paragraph 9. This OSMA HOWI provides the flowchart, and steps for the process and establishes the quality records associated with the task as OSMA's means to implement Chapter 5 of NPR 8715.3.

2. Scope and Applicability

This OSMA HOWI is applicable to the Nuclear Flight Safety Assurance Manager (NFSAM) in his role as the responsible party for ensuring that PD/NSC-25 is followed for all NASA launches.

3. Definitions

- 3.1. A₂ Value: The A₂ value is a nondimensional value which normalizes the possible radiological health effects due to prolonged exposure to the radioactive material. A value of one A₂ is considered a minimum value where health-physics effects might occur. The A₂ for a mission is determined by summing the A₂ values for each isotope as determined from the International Atomic Energy Agency Safety Series 6 Table 1. This table and the A₂ determination is contained in Chapter 5 NPR 8715.3: *NASA Safety Manual*.
- 3.2. AA/SMA: Associate Administrator for Safety and Mission Assurance
- 3.3. EOC: Emergency Operations Center
- 3.4. EOP: Executive Office of the President
- 3.5. INSRP: Interagency Nuclear Safety Review Panel. An ad-hoc panel formed per PD/NSC-25.
- 3.6. Nuclear Flight Safety Assurance Manager (NFSAM): OSMA staff member responsible for the nuclear safety launch approval process
- 3.7. Nuclear Launch Safety Approval (NLSA): Approval to launch radioactive materials into space per PD/NSC-25.
- 3.8. Office of Science and Technology Policy (OSTP): Office within the Executive Office of the President which provides executive oversight of NASA.
- 3.9. PM: Program Manager
- 3.10. RADCC: Radiological Control Center
- 3.11. Radioactive Materials: A material that contains an isotope, which spontaneously gives off either a particle or an electromagnetic emission.

- 3.12. REPP: Radiological Emergency Preparedness Plan
- 3.13. Radioactive Materials Report (RMR): Report per NPR 8715.3 which lists the radioactive materials contained on an upcoming launch. RMR is submitted per paragraph 5.5.2 of NPR 8715.3.
- 3.14. Safety Analysis Report (SAR): Report developed by the applicable NASA program per NPR 8715.3 paragraph 5.4.8.3 which describes the analyses performed to quantify the additional risk as a result of including radioactive materials on a proposed launch. A SAR is prepared for missions with A_2 values of greater than 1000.
- 3.15. Safety Analysis Summary (SAS): Report developed by the applicable NASA program per NPR 8715.3 paragraph 5.4.7.3 which describes the analyses performed to quantify the additional risk as a result of including radioactive materials on a proposed launch. A SAS is prepared for missions with A_2 values between 10 and 1000.
- 3.16. Safety Evaluation Report (SER): Report developed by the INSRP per NPR 8715.3 paragraph 5.4.8.4 which describes the INSRP's evaluation of the analyses performed by the Program to quantify the additional risk as a result of including radioactive materials on a proposed launch. A SER is prepared for missions with A_2 values greater than 1000.

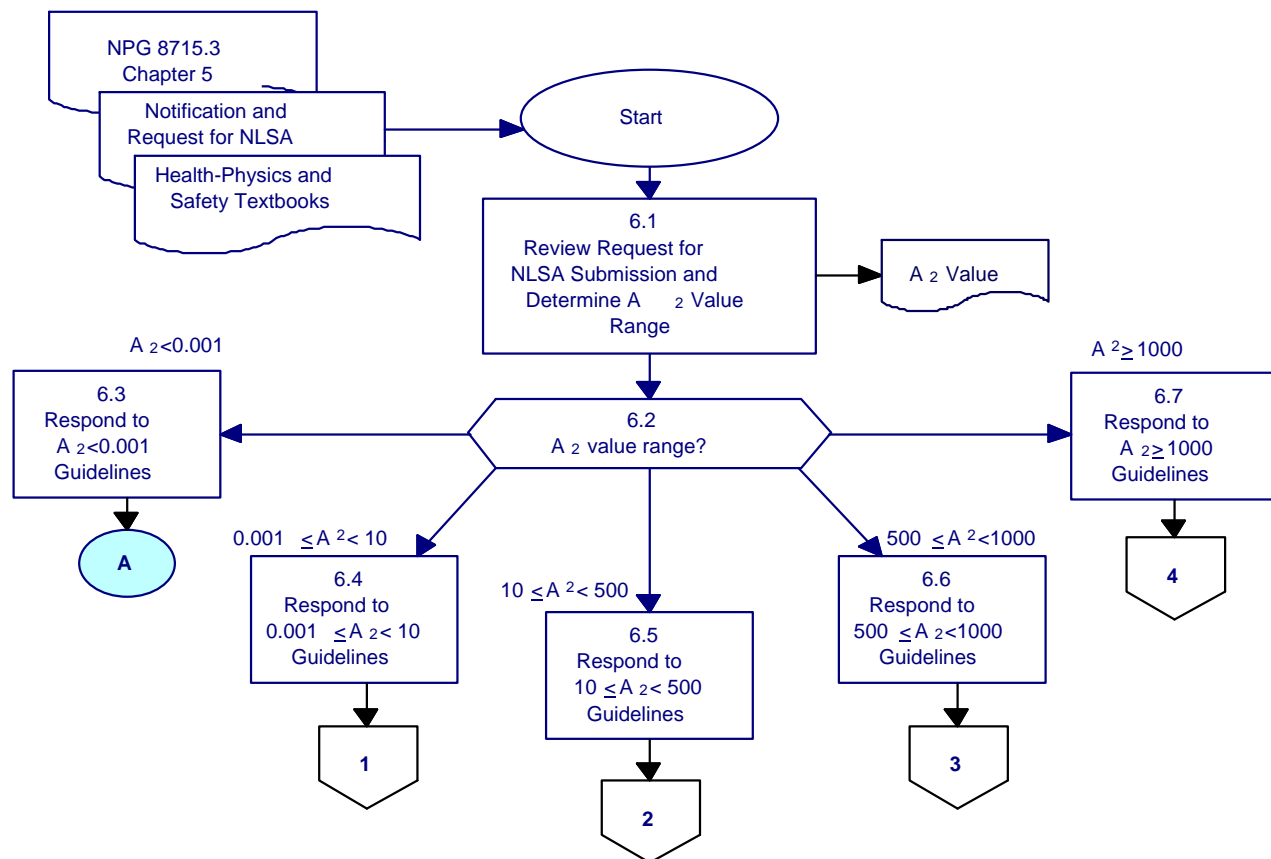
4. Reference Documents

The documents listed in this section are used as reference materials for performing the processes covered by the Quality Management System (QMS). Since all NASA Headquarters Level 1 (QMS Manual) and Level 2 (Headquarters Common Processes) documents are applicable to the QMS, they need not be listed in this paragraph section unless specifically referenced in this OSMA HOWI.

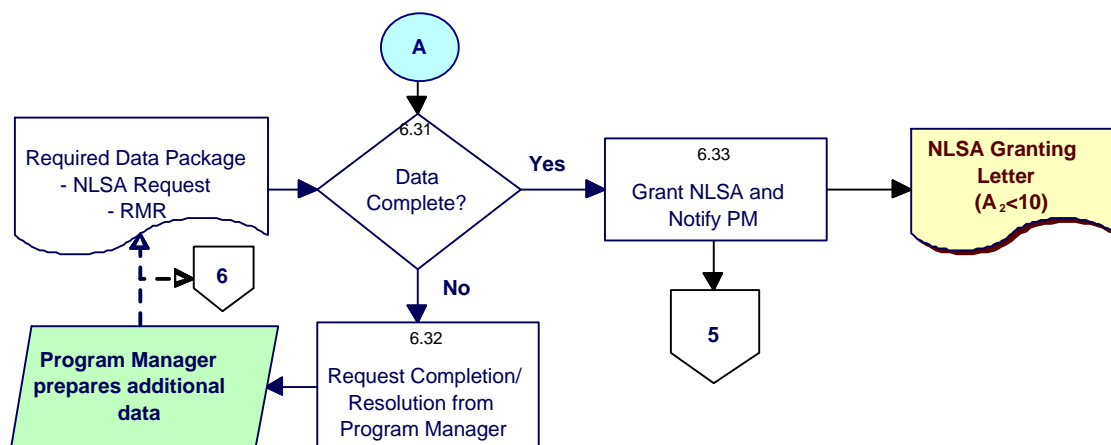
- 4.1. [NPR 8715.2: NASA Emergency Preparedness Plan Procedural Requirements](#)
- 4.2. [NPR 8715.3: NASA Safety Manual, Chapter 5](#)
- 4.3. Presidential Directive/National Security Council Memorandum # 25 (PD/NSC-25) "*Scientific or Technological Experiments with Possible Large-Scale Adverse Environmental Effects and Launch of Nuclear Systems into Space*," with change dated May 8, 1996.

5. Flowchart

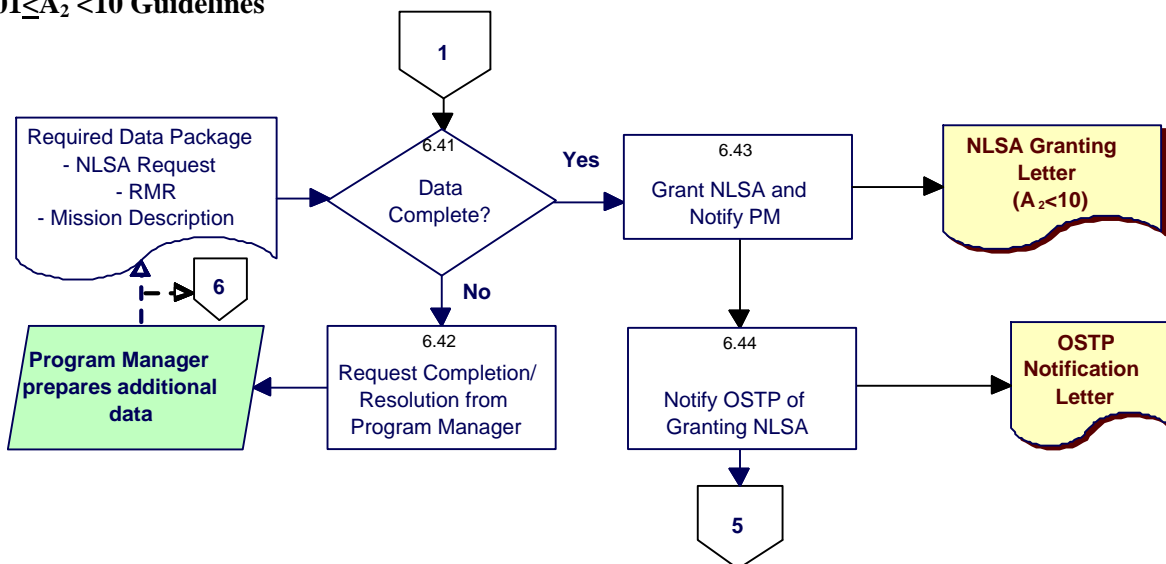
(Note: All steps in the flowchart are performed by the NFSAM unless otherwise noted.)



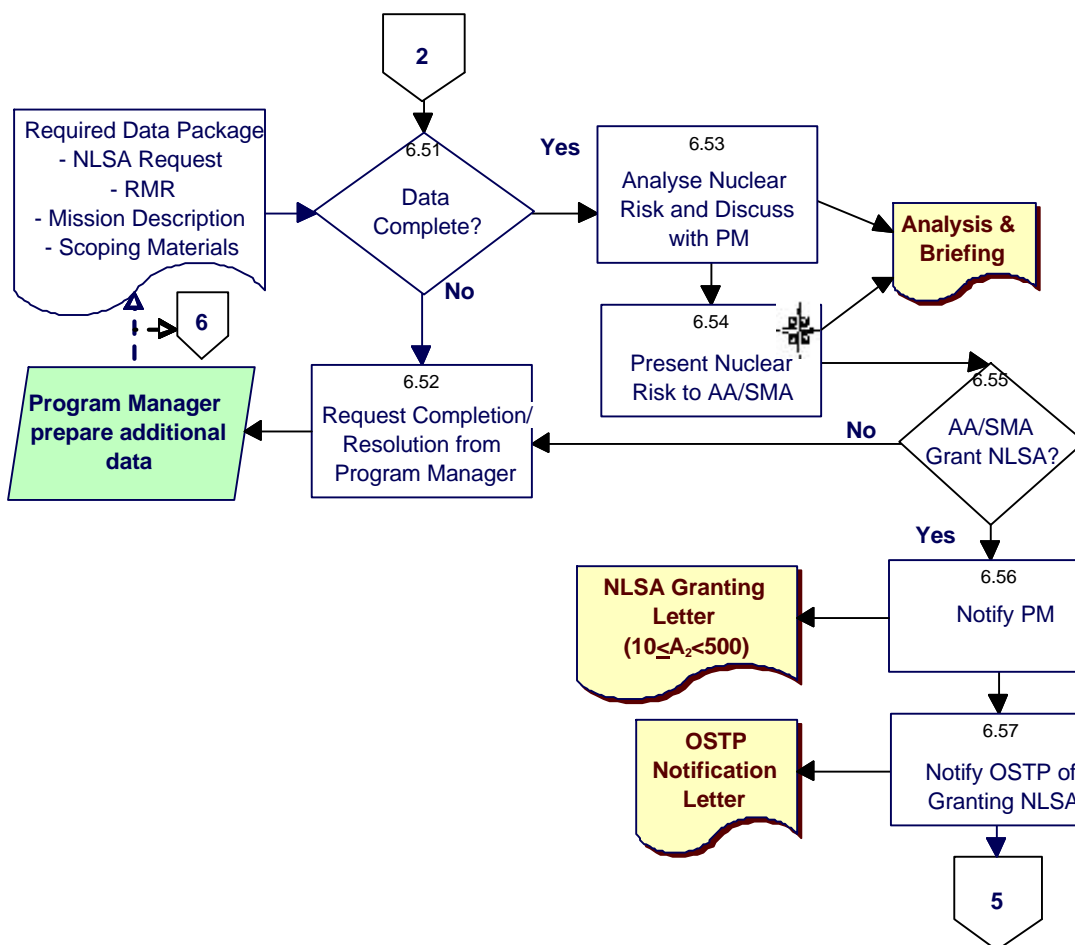
$A_2 < 0.001$ Guidelines



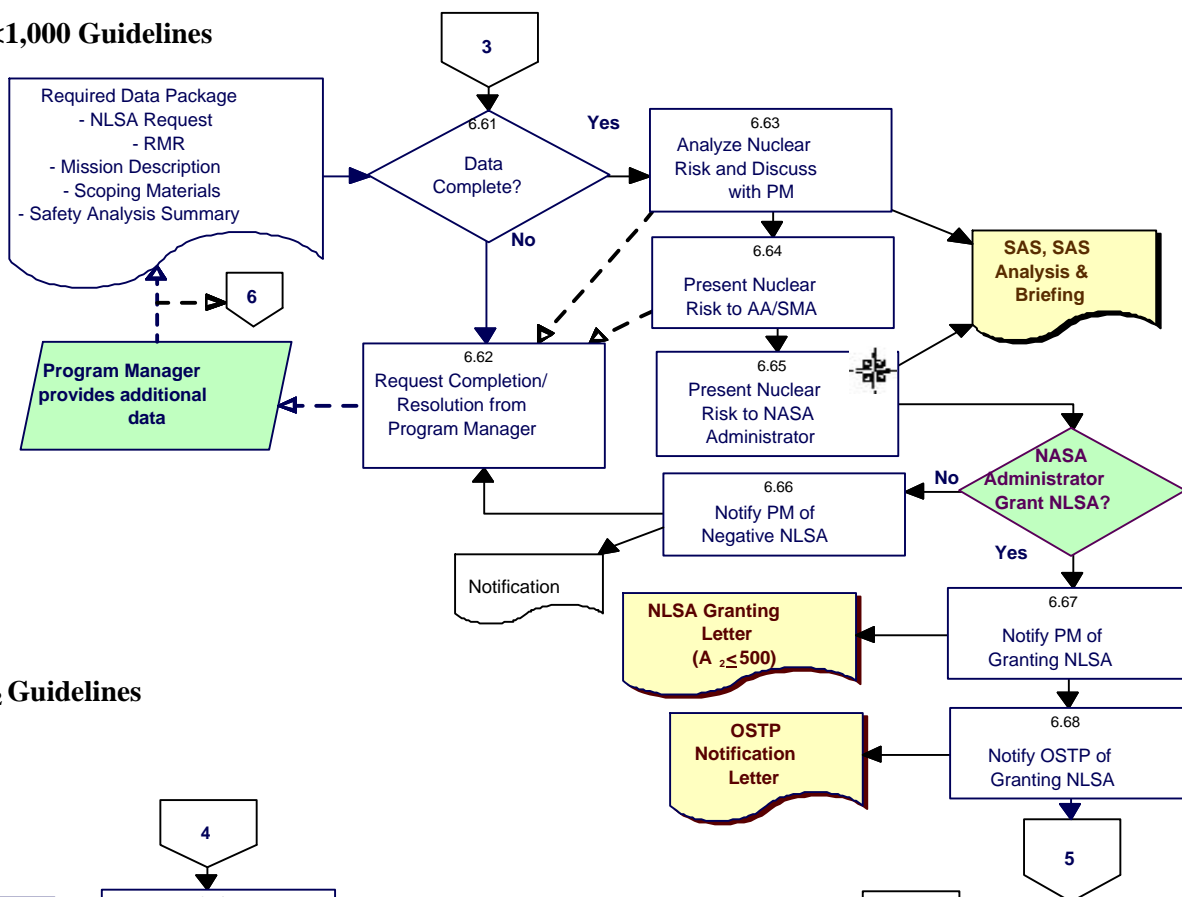
$0.001 \leq A_2 < 10$ Guidelines



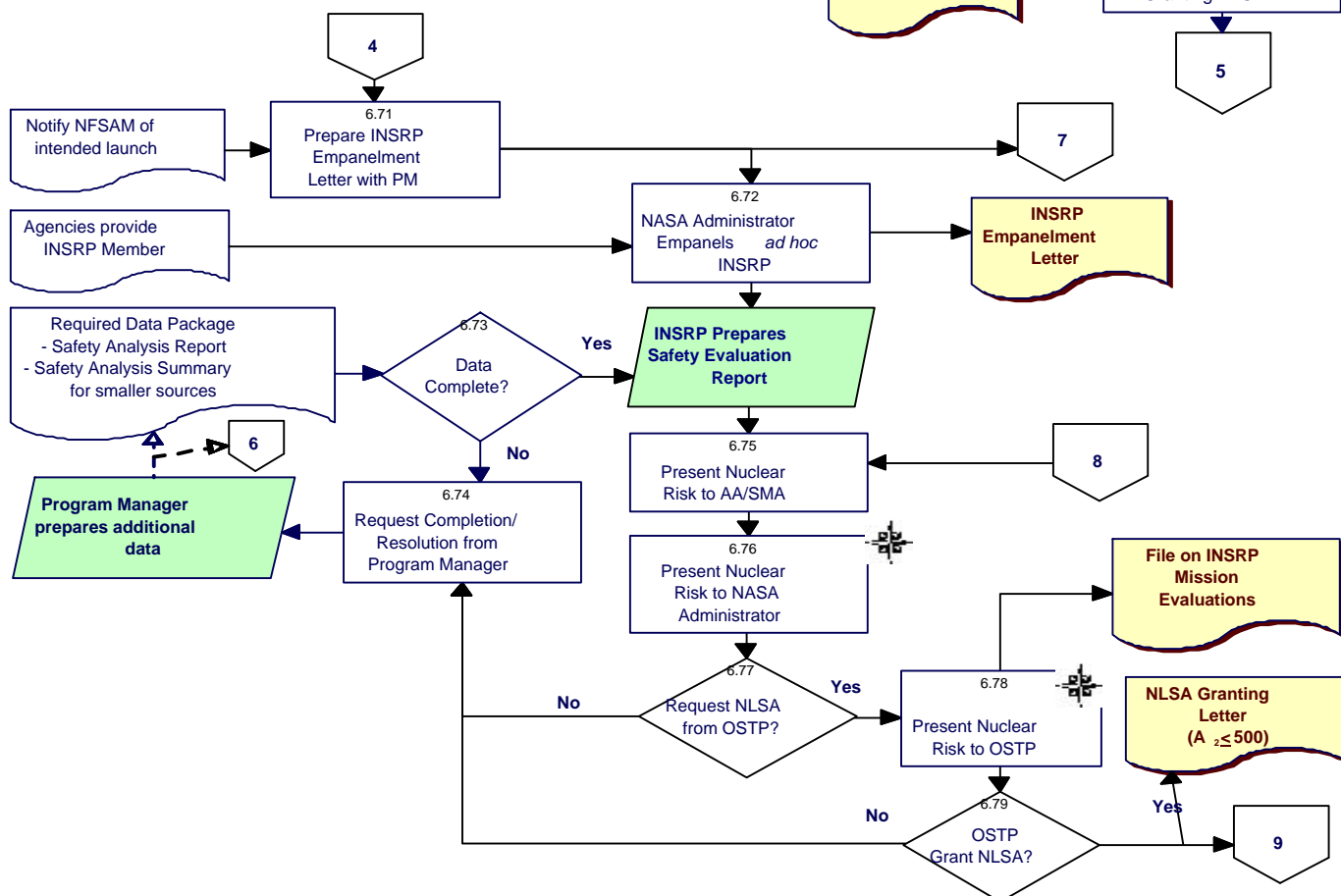
$10 \leq A_2 < 500$ Guidelines

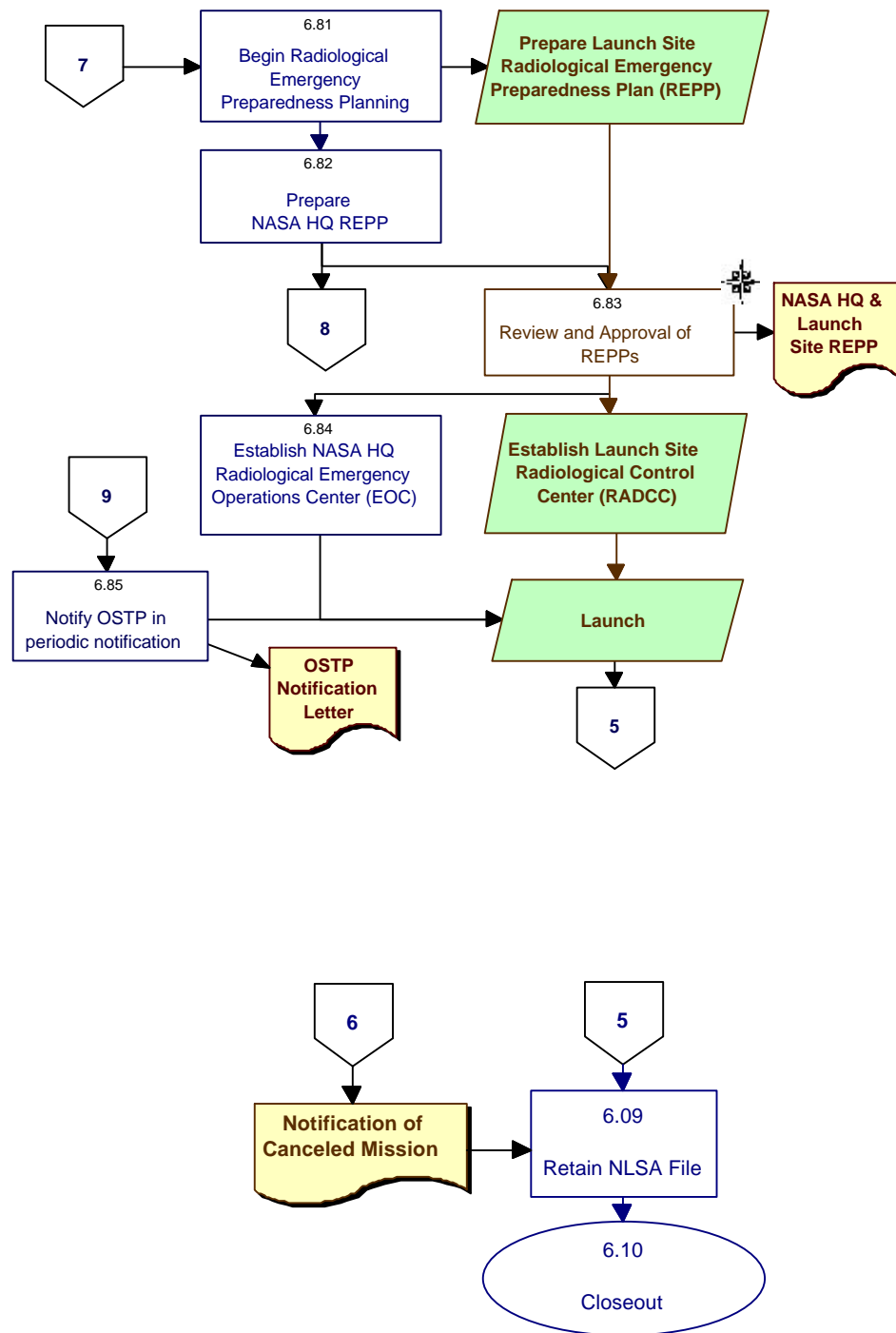


500 ≤ A₂ < 1,000 Guidelines



1,000 ≤ A₂ Guidelines





6. Procedure

Note: Per NPR 8715.3 paragraph 5.3.2.2 and 5.4.1.2, the Program Manager (PM) must notify the OSMA NFSAM "as soon as radioactive sources are identified for potential use."

6.1 Nuclear Flight Safety Assurance Manager (NFSAM) Review Request for Nuclear Launch Safety Approval (NLSA)

This process is initiated by the NFSAM after Program Office notification or notification from a Center Radiation Safety Officer stating that radiological materials are being planned for launch. The Program Officer or the Center Radiation Safety Officer notifies the NFSAM of the materials intended for launch.

Per NPR 8715.3 paragraph 5.4.2, the NFSAM determines the A_2 Mission Multiple value.

6.2 NFSAM A_2 Value Range?

Per NPR 8715.3 paragraph 5.4, the NLSA procedures and guidelines are based on the A_2 Mission Multiple. The user will jump to Step 6.3/6.4/6.5/6.6/6.7 in this HOWI based on the A_2 Mission Multiple.

6.3 NFSAM & PM Respond to $A_2 < 0.001$ Guidelines:

NLSA uses NPR 8715.3 paragraph 5.4.4. (If $A_2 \geq 0.001$ then go to step 6.5)

6.3.1 NFSAM Data Complete:

For $A_2 < 0.001$, the PM is required by NPR 8715.3 paragraph 5.4.4 to provide the NFSAM with the Radiological Materials Report (RMR) (NPR 8715.3 paragraph 5.5.2) and a request for NLSA.

The NFSAM will ensure that the material is complete and clear. If it is not complete per NPR 8715.3 paragraph 5.4.4, or it is not clear, then more data will be requested. Otherwise NLSA review will commence.

6.3.2 NFSAM Request Completion/Resolution from Program Manager:

The NFSAM will contact the PM and request that the required data be resubmitted.

Note: The PM has the option to cancel the mission.

6.3.3 NFSAM Grant NLSA and Notify PM:

Note: Mitigating circumstances and levels of clarity of materials presented are determined by the NFSAM based on his professional experience required by his position description using available health-physics reference materials.

Per NPR 8715.3 paragraph 5.4.4, the NFSAM reviews the request for NLSA. When all required data is received and there are no mitigating circumstances, the NFSAM may grant NLSA. The NFSAM prepares a letter notifying the PM that NLSA has been granted. After NLSA is granted, the NLSA granting letter is forwarded to the PM and is added as Quality Records. The HOWI user is to proceed to step 6.9 for HOWI closeout.

6.4 NFSAM & PM Respond to $0.001 \leq A_2 < 10$ Guidelines:
NLSA uses NPR 8715.3 paragraph 5.4.5. (If $A_2 \geq 10$ then go to step 6.5)

6.4.1 NFSAM Data Complete?

For $0.001 \leq A_2 < 10$, the PM is required by NPR 8715.3 paragraph 5.4.5 to provide the NFSAM with the Radiological Materials Report (RMR) (NPR 8715.3 paragraph 5.5.2) and a request for NLSA.

The NFSAM will ensure that the material is complete and clear. If it is not complete per NPR 8715.3 paragraph 5.4.5, or it is not clear, then more data will be requested. The NFSAM may request additional data be provided for sources which are not calibration or commonly used sources (e.g.; Orbiter Smoke Detectors are considered as common sources for NLSA). Otherwise NLSA review will commence.

6.4.2 NFSAM Request Completion/Resolution from Program Manager:
The NFSAM will contact the PM and request that the required data be resubmitted.

Note: The PM has the option to cancel the mission.

6.4.3 NFSAM Grant NLSA and Notify PM:

Per NPR 8715.3 paragraph 5.4.5, the NFSAM reviews the request for NLSA. When all required data is received and there are no mitigating circumstances, the NFSAM may grant NLSA. The NFSAM prepares a letter notifying the PM that NLSA has been granted. After NLSA is granted, the NLSA granting letter is forwarded to the PM and is added as Quality Records. The HOWI user is to proceed to step 6.9 for HOWI closeout.

Note: Mitigating circumstances are determined by the NFSAM based on his professional experience required by his position description using available health-physics reference materials.

Note: For Shuttle launches, an NLSA granting letter is NOT prepared. The OSTP notification in the following step is used in place of a separate letter for launches in this A_2 range.

6.4.4 NFSAM Notify OSTP of Granting NLSA:

The NFSAM notifies the Executive Office of the President's (EOP) Office of Science and Technology Policy (OSTP) per reference 4.3 of granting NLSA for the mission using the RMR format in NPR 8715.3 paragraph 5.5.2 as shown in Appendix A.3. The PM will be sent a copy of the OSTP's notification which contains the NLSA as their notification. For these launches, the PM supporting materials and the OSTP notification are added to the NLSA Files. The HOWI user is to proceed to step 6.9 for HOWI closeout. Appendix A contains a sample OSTP Notification Letter.

6.5 NFSAM & PM Respond to $10 \leq A_2 < 500$ Guidelines:
NLSA uses NPR 8715.3 paragraph 5.4.6. (If $A_2 \geq 500$ then go to step 6.6)

6.5.1 NFSAM Data Complete?

For $10 \leq A_2 < 500$, the PM is required by NPR 8715.3 paragraph 5.4.6 to provide the NFSAM with the Radiological Materials Report (RMR) (NPR 8715.3 paragraph 5.5.2) and a request for NLSA, a mission description and additional radiological risk scoping materials (per NPR 8715.3 paragraph 5.4.6.1 and 5.4.6.2).

The NFSAM will ensure that the material is complete and clear. If it is not complete per NPR 8715.3 paragraph 5.4.6, or it is not clear, more data will be requested. The NFSAM may request additional data be provided for sources which are not calibration or commonly used sources (e.g.; Orbiter Smoke Detectors are considered as common sources for NLSA). Otherwise NLSA review will commence.

6.5.2 NFSAM Request Completion/Resolution from Program Manager:
The NFSAM will contact the PM and request that the required data be resubmitted.

Note: The PM has the option to cancel the mission.

6.5.3 NFSAM Analyze Nuclear Risk and Discuss with PM:

Per NPR 8715.3 paragraph 5.4.6.2, the NFSAM analyses the radiological risk and then reviews the PM request for NLSA submission. With the PM's assistance, a presentation is prepared for the AA/SMA showing the risk associated with the launching of the intended radiological materials.

6.5.4 NFSAM with PM Present Nuclear Risk to AA/SMA

The NFSAM will present the risk due to the use of radiological materials on the mission to the AA/SMA. (Internal Customer Feedback).

6.5.5 AA/SMA Grant NLSA?

The AA/SMA will either grant NLSA or defer the decision pending more analysis. The AA/SMA may grant or defer NLSA after reviewing the presentation. This decision is based on his professional judgement and experience. If NLSA is not granted, the NFSAM and the PM will repeat steps 6.5.2 through 6.5.4.

6.5.6 NFSAM Notify PM

The NFSAM prepares a letter notifying the PM that NLSA has been granted. After the AA/SMA signs the letter, the NLSA granting letter is forwarded to the PM and is added as a Quality Record. The HOWI user is to proceed to step 6.9 for HOWI closeout.

6.5.7 NFSAM Notify OSTP of Granting NLSA

The NFSAM notifies the EOP Office of Science and Technology Policy (OSTP) of granting NLSA for the mission using the RMR format in NPR 8715.3 paragraph 5.5.2 as shown in Appendix A.3. The PM will receive a copy of the OSTP's notification which contains the NLSA as their notification. For these launches, the PM supporting materials and the OSTP notification are added to the NLSA Files. And the HOWI user is to proceed to step 6.9 for HOWI closeout. Appendix A contains a sample OSTP Notification Letter.

6.6 NFSAM & PM Respond to $500 \leq A_2 < 1,000$ Guidelines:

NLSA uses NPR 8715.3 paragraph 5.4.7. (If $A_2 \geq 1,000$ then go to step 6.7)

6.6.1 NFSAM Data Complete?

For $500 \leq A_2 < 1,000$, the PM is required by NPR 8715.3 paragraph 5.4.7 to provide the NFSAM with the Radiological Materials Report (RMR) (NPR 8715.3 paragraph 5.5.2) and, a request for NLSA, a mission description, additional radiological risk scoping materials, and a Safety Analysis Summary (per NPR 8715.3 paragraph 5.4.7).

The NFSAM will ensure that the material is complete and clear. If it is not complete per NPR 8715.3 paragraph 5.4.6 or it is not clear, then more data will be requested. The NFSAM may request additional data be provided for sources which are not calibration or commonly used sources (e.g.; Orbiter Smoke Detectors are considered as common sources for NLSA). Otherwise NLSA review will commence.

6.6.2 NFSAM Request Completion/Resolution from Program Manager:

The NFSAM will contact the PM and request that the required data be resubmitted.

Note: The PM has the option to cancel the mission.

6.6.3 NFSAM Analyze Nuclear Risk and Discuss with PM:

Per NPR 8715.3 paragraph 5.4.7.3, the NFSAM analyse the radiological risk and then reviews the PM's request for NLSA submission. With the PM, a presentation is prepared for the AA/SMA and the NASA Administrator. If the NFSAM can not fully quantify the risk or is not comfortable with the level of risk due to the radiological materials, then the NFSAM may defer NLSA and request the PM provide additional data per step 6.6.2.

The NFSAM's analysis, along with the SAS and the briefing(s) to the AA/SMA and the NASA Administrator are filed as Quality Records.

6.6.4 NFSAM with PM Present Nuclear Risk to AA/SMA

The NFSAM briefs the AA/SMA on the risk due to the intended use of the radiological materials. If the NFSAM can not fully quantify the risk to the AA/SMA or the AA/SMA is not comfortable with the level of risk due to the radiological materials, then the AA/SMA may defer NLSA and request the PM provide additional data per step 6.6.2. The presentation is filed as a Quality Record.

6.6.5 NFSAM with PM Present Nuclear Risk to NASA Administrator:

The NFSAM briefs the NASA Administrator (or his designee) on the risk due to the intended use of the radiological materials. The NASA Administrator may grant NLSA (go to step 6.6.7). If the NFSAM cannot fully quantify the risk to the NASA Administrator or the NASA Administrator is not comfortable with the level of risk due to the radiological materials, then the NASA Administrator may defer NLSA (go to step 6.6.6). The presentation is filed as a Quality Record. (Internal Customer Feedback).

6.6.6 AA/SMA Notify PM of Negative NLSA:

If the NASA Administrator has deferred the decision pending more analysis, the NFSAM will prepare (or assist the Administrator's staff in preparing) a notification of deferment and the notification is forwarded to the PM. The NFSAM and the PM will repeat steps 6.7.2 through 6.7.5. Additionally, the NASA Administrator may cancel the launch/mission which is a process outside of this HOWI.

6.6.7 NFSAM Notify PM of Granting NLSA:

If the NASA Administrator has granted NLSA, then the NFSAM will prepare (or assist the Administrator's staff in preparing) a letter to the PM of the NLSA. The letter will be forwarded to the PM and then added as a Quality Record.

6.6.8 NFSAM Notify OSTP of Granting NLSA

The NFSAM notifies the EOP OSTP of granting NLSA for the mission using the RMR format in NPR 8715.3 paragraph 5.5.2 as shown in Appendix A.3. The PM will receive a copy of the OSTP's notification which contains the NLSA as their notification. For these launches, the PM supporting materials and the OSTP notification are added to the NLSA Files. And the HOWI user is to proceed to step 6.9 for HOWI closeout. Appendix A contains a sample OSTP Notification Letter.

6.7 NFSAM & PM Respond to $1,000 \leq A_2$ Guidelines:
NLSA uses NPR 8715.3 paragraph 5.4.8.

6.7.1 PM with NFSAM Prepare an Interagency Nuclear Safety Review Panel (INSRP) Empanelment Letter with PM:

This step is reached because the A_2 value for the mission exceeds 1,000. NLSA uses NPR 8715.3 paragraph 5.4.8. Per PD/NSC-25, an ad hoc INSRP for the subject mission is required to be empanelled. The PM, in coordination with the NFSAM, prepares a request to empanel an INSRP. The responsibility for the INSRP empanelment lies with the PM and not the NFSAM. Completion of this step also initiates the sub process for development of a Radiological Emergency Plan in steps 6.8.0-6.8.4.

The NFSAM assists the PM in preparing the INSRP empanelment letter(s)

6.7.2 NASA Administrator NASA Administrator Empanels an Ad Hoc INSRP for Mission:

When members of the INSRP are designated by the participating agencies, per PD/NSC-25 Paragraph 9, the ad hoc mission INSRP is empanelled. Appendix A contains sample letters for mission INSRP empanelment. The INSRP empanelment letters are retained as quality records.

The NFSAM assists in the coordination of the INSRP empanelment.

6.7.3 NFSAM with the INSRP Data Complete?

The PM is required by NPR 8715.3 paragraph 5.4.8 to provide the NFSAM (and the INSRP for that mission) a Safety Evaluation Report (SER) for the mission and for major sources ($A_2 \geq 1,000$). For other sources intended for use on the mission whose individual A_2 values are between 500 and 1,000, the PM may provide the NFSAM & INSRP with a separate Safety Analysis Summary (per NPR 8715.3 paragraph 5.4.7) or may include the risk information in the SAR. For sources whose individual A_2 values are less than 500, the information on the sources may be submitted on the RMR or may be included in the SAS or the SAR.

The NFSAM will assist the INSRP, as the NASA liaison to the INSRP, in ensuring that the material is complete and clear. The NFSAM may request additional data be provided for sources which are not calibration or commonly used sources (e.g.; Orbiter Smoke Detectors are considered as common sources for NLSA).

The SAR is prepared per NPR 8715.3 paragraphs 5.4.8.3 through 5.4.8.5 and delivered to the ad hoc mission INSRP as well as the NASA Administrator.

The ad hoc mission INSRP prepares a SER per NPR 8715.3 paragraph 5.4.8.6.

When the SAR & SER are complete, the PM and the INSRP will prepare presentations on their analyses. The SAR, SER, and empanelment letters are added to the NLSA files.

6.7.4 NFSAM with the INSRP Request Completion/Resolution from Program Manager

If additional materials are needed by the INSRP or to comply with NPR 8715.5 Chapter 5 requirements, the NFSAM will request additional data from the PM.

Note: The PM has the option to cancel the mission.

6.7.5 NFSAM with the INSRP and the PM Present Nuclear Risk to the AA/SMA:

The PM/INSRP/NFSAM presents the results of the SAR, SER and the Radiological Emergency Planning to the AA/SMA for review. The draft request by the NASA Administrator to ask OSTP for NLSA is included in this briefing.

This briefing is a check of the logic and accuracy of the upcoming presentation (step 6.7.6) of risk to the NASA Administrator. The AA/SMA can not modify the INSRP's findings; however, may offer suggestions on how to improve the briefing to the NASA Administrator. (Internal Customer Feedback).

6.7.6 NFSAM with the INSRP and the PM Present Nuclear Risk to NASA Administrator:

The PM/INSRP/NFSAM presents the results of the SAR, SER and the Radiological Emergency Planning to the AA/SMA and NASA Administrator for review. (Internal Customer Feedback).

At the conclusion of the meeting, the PM will ask the NASA Administrator for a decision on requesting NLSA from the OSTP. The NASA Administrator decision process is out of scope for this HOWI.

6.7.7 PM, NFSAM, & INSRP Request NLSA from OSTP?

If NLSA is not granted, the NFSAM, the INSRP and the PM will repeat steps 6.7.4 through 6.7.6 or the NASA Administrator may cancel the launch. If the NASA Administrator decides to continue pursuing NLSA from OSTP then the process continues

6.7.8 PM, NFSAM, & INSRP Present Nuclear Risk to the OSTP

OSTP reviews the NASA Administrator's request for NLSA and either grants or denies NLSA for the mission. The OSTP decision process is out of scope for this HOWI. The NFSAM collects the pertinent information used during presentation(s) and files that as the Quality Record. The NFSAM's experience will determine what is filed.
(External Customer Feedback).

6.7.9 NFSAM with PM Grant NLSA?

If NLSA is not granted by the OSTP, the NFSAM, the INSRP, and the PM will repeat steps 6.7.4 through 6.7.8 or the OSTP may suggest/direct the NASA Administrator to cancel the launch/mission which is a process outside of this HOWI.

6.8 NFSAM Begin Radiological Emergency Preparedness Planning (REPP):

The NFSAM will ensure that the Radiological Emergency Preparedness Planning process is begun within the program, at the Launch Site, and in conjunction with other Federal, State, and local government emergency response organizations. Preparations should be done per NPR 8715.2.

The launch site is responsible for conducting training for the radiological emergency preparedness team(s) members.

6.8.1 NFSAM Prepare NASA HQ REPP

The NASA HQ REPP is prepared to define the actions required at an Agency and at a Headquarters Level to support emergency actions associated with a mission contingency. Interfaces with other Federal Agency Headquarters will also be specified in the plan.

6.8.2 NFSAM with AA/SMA Review and Approval of REPPs

Approval of the HQ REPP will be jointly by the AA/SMA and the Associate Administrator for the Strategic Enterprise responsible for the mission. The NFSAM reviews the REPPs for the mission with the AA/SMA to obtain his approval and signature. The review is done in conjunction with the other REPPs prepared by the launch site and the contingency plans produced by the project.

6.8.3 NFSAM Establish NASA HQ Radiological Emergency Operations Center (EOC):

The EOC is established in accordance with the procedures in the NASA HQ REPP prior to the launch. The launch site will establish a Radiological Control Center (RADCC) in accordance with the procedures in the Launch Site REPP.

6.8.4 NFSAM Notify OSTP in Periodic Notification:

Prior to launch, the NFSAM notifies the OSTP of granting NLSA for the mission using the RMR format. The notification includes that NASA intends to launch and has not identified any changes to the radiological risk presented prior to OSTP granting NLSA. The OSTP notification is added to the NLSA Files. The HOWI user is to proceed to step 6.9 for HOWI closeout. Appendix A contains a sample OSTP Notification Letter.

6.9 NFSAM Retain NLSA File:

The NFSAM reviews the mission NLSA file and other analysis performed in preparation of the NLSA and the launch. Any vital information not already in the Quality Record files is added to the NLSA files.

6.10 NFSAM Closeout

When all NLSA actions are complete, the process is closed out.

7. Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
NLSA Granting Letter ($A_2 < 10$)	NFSAM	NFSAM Files	Hardcopy	Schedule: 5 Item: 29	Send to FRC 1 year after mission complete then destroy 6 years after mission complete
NLSA Granting Letter ($10 \leq A_2 < 500$)	OSMA Corres Control	OSMA Chron File	Hardcopy	Schedule: 1 Item: 22	Retire to FRC when 5 years old in 5 year blocks, then retire to NARA when 10 years old
COPY OF: NLSA Granting Letter ($500 \leq A_2$)	NFSAM	NFSAM Files	Hardcopy	Schedule: 5 Item: 29	Send to FRC 1 year after mission complete then destroy 6 years after mission complete
OSTP Notification Letter ($0.001 \leq A_2$)	NFSAM	NFSAM Files	Hardcopy	Schedule: 5 Item: 29	Send to FRC 1 year after mission complete then destroy 6 years after mission complete
Analysis and AA/SMA briefing for launch of $10 \leq A_2 < 500$	NFSAM	NFSAM Files	Hardcopy	Schedule: 5 Item: 29	Send to FRC 1 year after mission complete then destroy 6 years after mission complete
SAS, SAS Review Analyses and Briefing for launch of $500 \leq A_2 < 1,000$	NFSAM	NFSAM Files	Hardcopy	Schedule: 5 Item: 29	Send to FRC 1 year after mission complete then destroy 6 years after mission complete

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
INSRP Empanelment letters	NFSAM	NFSAM Files	Hardcopy	Schedule: 5 Item: 29	Send to FRC 1 year after mission complete then destroy 6 years after mission complete
File on Mission INSRP Evaluations	NFSAM	NFSAM Files	Hardcopy	Schedule: 5 Item: 29	Send to FRC 1 year after mission complete then destroy 6 years after mission complete
NASA HQ REPP	NFSAM	NFSAM Files	Hardcopy	Schedule: 1 Item: 3	Keep 2 years after mission complete then destroy
Notification of Canceled Mission	NFSAM	NFSAM Files	Hardcopy	Schedule: 5 Item: 29	Send to FRC 1 year after mission complete then destroy 6 years after mission complete

Appendix A: Samples

1. Sample Empanelment Letter for NASA INSRP Member
2. Sample Empanelment Letter for DoD INSRP Member
3. Sample OSTP Launch Notification Letter

Note: *The attached samples are from specific missions and are included as a samples only. Based on the actual offices and organizations involved with the missions in progress, their applicability will vary, especially the distribution list which must be updated for each mission.*

Sample Empanelment Letter for NASA INSRP Member

Note: Letter is for Mars 2001 Lander Mission and may not be directly applicable to other missions.

National Aeronautics and
Space Administration
Office of the Administrator
Washington, DC 20546-0001



JUN 7 1999

Mr. John W. Lyver, IV
Manager, Nuclear Flight Safety Assurance
Office of Safety and Mission Assurance
National Aeronautics and Space Administration
Washington, DC 20546-0001

Dear Mr. Lyver:

Effective immediately, you are hereby appointed as the NASA member of the *ad hoc* Interagency Nuclear Safety Review Panel for the Mars Surveyor 2001 Lander Mission. Your role as NASA's INSRP member for this mission is to ensure that the INSRP carries out the pertinent provisions of Paragraph 9 of Presidential Directive/NSC-25 (PD/NSC-25), as amended. I am confident that you will continue the tradition of NASA leadership in the safe use of nuclear materials in the exploration of space.

Congratulations on this appointment.

Sincerely,

A handwritten signature in black ink, reading "Daniel S. Goldin". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Daniel S. Goldin
Administrator

cc:
G/Mr. Frankle
Mr. Stephens
Q/Mr. Gregory
Dr. Greenfield
S/Dr. Weiler
Dr. Huckins

Sample Empanelment Letter for DoD INSRP Member

Note: Letter is for Mars 2001 Lander Mission and may not be directly applicable to other missions.

National Aeronautics and
Space Administration
Office of the Administrator
Washington, DC 20546-0001



The Honorable Jacques S. Gansler
Under Secretary of Defense
for Acquisition and Technology
Washington, DC 20301-3010

Dear Dr. Gansler:

In accordance with the interagency cooperation reflected in paragraph 9 of Presidential Directive/National Security Council Memorandum #25 (PD/NSC-25), as amended, an *ad hoc* Interagency Nuclear Safety Review Panel (INSRP) is needed for the NASA Mars Surveyor 2001 Lander mission. This is to request the name of your designee who will serve as your Agency's INSRP member for this mission.

The Mars Surveyor 2001 Lander, was approved for development beginning in fiscal year 1999. The baseline mission plan calls for the spacecraft to be launched during the April 2001 opportunity on a Delta II 7425 launch vehicle from the Eastern Test Range at the Cape Canaveral Air Station, Florida. A solid propellant STAR-48B Payload Assist Module upper stage then would place the spacecraft on a trajectory to Mars.

The Mars Surveyor 2001 Lander will consist of a solar powered lander carrying several scientific instruments and a small, robotic roving vehicle. The baseline rover design includes three Light Weight Radioisotope Heater Units (LWRHU) for thermal control. Each LWRHU contains approximately 2.7 grams of plutonium dioxide with 1.2×10^{12} Bq (33 curies) of radioactivity. Other small sources for scientific instruments include cobalt-57 with 1.3×10^{10} Bq (350 millicuries); curium-242 with 3.0×10^4 Bq (0.9 microcuries); and curium-244 with 1.9×10^9 Bq (50 millicuries).

The INSRP process is expected to be similar to the process used on previous missions with onboard nuclear sources. The INSRP will review the mission's nuclear launch safety analysis and document its evaluation in a safety evaluation report as provided in PD/NSC-25.

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The NASA point of contact for this mission is Mr. Mark R. Dahl, Office of Space Science, (202) 358-0306. The NASA INSRP member for this mission is Mr. John W. Lyver IV, Office of Safety and Mission Assurance, (202) 358-1155.

NASA looks forward to continuing our excellent working relationship on this important planetary exploration mission.

Sincerely,



Daniel S. Goldin
Administrator

cc:

DOE/Mr. Richardson
EPA/Ms. Browner
NRC/Dr. Jackson

bc:

G/Ms. S. Najjar-Wilson
Q/Mr. F. Gregory
Q/Dr. M. Greenfield
QS/Mr. J. Lyver
S/Dr. E. Weiler
S/Dr. E. Huckins
SD/Mr. K. Ledbetter
SD/Mr. M. Dahl
JPL/Mr. R. Wilcox
DOE/NE-50/Mr. E. Wahlquist
DOD/Mr. F. Celec

Sample OSTP Notification Letter

Note: Letter is for May, 1999, is included as a sample only and may not be directly applicable to other missions, especially the distribution list which must be updated for each mission based on the actual offices and organizations involved with the missions inprogress.

QS

May 25, 1999

Mr. Jefferson S. Hofgard
Assistant Director for Space and Aeronautics
Office of Science and Technology Policy
Old Executive Office Building – Room 423
17th and Pennsylvania Avenue, NW
Washington, DC 20502

Dear Mr. Hofgard:

This is an update to the routine notification of NASA's planned launching of radioactive materials into space for a 3-month period beginning with STS-96 in May 1999. The enclosure lists the sources planned for use on NASA spacecraft and replaces all previous lists. The proposed minor radioactive sources for subject launches have been reviewed by the NASA Interagency Nuclear Safety Review Panel Coordinator per Table 1 of the International Atomic Energy Agency, Safety Series 6, Regulations for the Safe Transport of Radioactive Materials, 1985 edition with 1990 amendment, as directed in PD/NSC-25. The total radioactive material contained on each launch does not provide a measurable increase in risk to the general public. These sources are determined to be safe to launch.

If you have any questions concerning this information or desire any background concerning the use of the sources, please call me on 202/358-1155.

Sincerely,

John W. Lyver, IV, C.S.P.
NASA Interagency Nuclear Safety
Review Panel Coordinator

Enclosure

cc:
Small Source Distribution

QUARTERLY REPORT MINOR RADIOACTIVE SOURCES

May 1999 – July 1999

Vehicle/ Spacecraft	Planned launch Date	Launch Site	Number of Sources	Isotope	Total Activity (Ci)	A ₂ Limit for Isotope	A ₂ Multiplier for Isotope	Remarks
STS-96 Spacehab-DM ISS-2A.1	May 99	KSC	18	Am-241	6.12x10 ⁻⁶	0.005	0.0012	Orbiter fire detectors
			4	Am-241	2.00x10 ⁻⁶	0.005	0.0004	Spacehab fire detectors
			1	Cm-244	1.0x10 ⁻⁶	0.01	0.0001	TEPC
								S= 0.002

Distribution:

AE/___

G/___

IH/___

JE/___

M/___

M-4/___

M-7/___

ME/___

Q/___

QE/___

QS/___

S/___

U/___

ARC/TO34/Radiation Safety Officer

DRFC/OFV/Radiation Safety Officer

GRC/0100/___

0530/___

60-3/___

GSFC/205.2/___

JPL/301-472/___

JSC/NA/___

MA2/___

MA2/___

SD2/___

SD23/___

SN3/___

KSC/BOC-22/___

BR-C/___

EI-F/___

IM-SPS-A/___

JJ-C/___

STS Resident Office, Lompoc, CA

LaRC/421/___

MSFC/CR10/___

SSC/QA00/___

DOD/Assistant to the Secretary of Defense (Nuclear Chemical Biological Programs)

USAF/Kirtland AFB/HQ AFSC/SEWA/___

Patrick AFB/45SW/SE/___

SESL/___

45AMDS/SGPS/___

Peterson AFB/HQ AFSPC/SEC/___

Vandenberg AFB/30SW/SE/___

USN/White Sands Missile Range/USN Ordinance Test Fac/Commander

DOE/EH-32/___

NE-50/___

DOS/Office of Internal Scientific and Technical Affairs

DOT/FAA/AST200/___

NRC/Research/___